

California Department of Veterans Affairs

Veterans First



Classification: **Associate Governmental Program Analyst \$4111-\$4997**
Staff Services Analyst \$2632-\$4155

Location: Veterans Services Division, 1227 O Street, Sacramento, CA

Who Should Apply:

Current State employees within these classifications or those who are eligible on a certification list, transfers, or reinstatements. SROA/SURPLUS PROVISIONS APPLY.

Duties and

Responsibilities: *Under supervision from the Manager, Headquarters Operations, Veterans Services Division:*

- Coordinate DVBE Recruitment, Outreach and Education efforts with other State departments and provides assistance to them in meeting and/or exceeding the statewide participation goal.
- Promote the development and continuing improvement of Statewide Outreach and Education Plan, which enhances business opportunities, gaining of experience and self-reliance for California disabled veterans.
- Promote and maximize the effective use of DVBE's in State contracting; assure fair and competitive participation to increase the number of certified DVBE's available to State departments and agencies in their contracting efforts.
- Attend and/or speak at various conferences, seminars, and training sessions to promote the goals and objectives of the Public Contract and Military Veterans Codes. Meet and confer with stakeholders. Travel is required at least 50% of the time.
- Coordinate program initiatives between the California Department of Veterans Affairs and the California Department of General Services (DGS).
- Develops and maintains the DVBE calendar of events, the Outreach and Education Plan and Recruitment Plan.
- Provide reports as necessary.
- Provide administrative support to the DVBE Advisory Council. Coordinate and facilitates Council meetings to address DVBE concerns. Functions as a member of, and assists the DGS DVBE Advisory Council and the CDVA DVBE Advocate on the State's contracting programs. Provide the council direction, guidance, and assistance on formal recommendations, presented issues and concerns.
- Responsible for timely updates of DVBE information in various databases; tracking and reporting of performance metrics.
- Coordinate with departmental Webmaster and ensures the Office of Small Business and DVBE Outreach, Recruitment and Education Website information is current and consistent with policy.
- Replies to controlled correspondence, provides counter and telephone assistance to veterans and the public.
- Performs other related projects including, but not limited to budget change proposals, legislation, and telephone assistance, as required.

Desirable Qualifications:

- DVBE Program experience.
- Good attendance.
- Strong self-motivational skills.
- Strong ability to work independently as well as with a team.
- Flexibility and adaptability to priorities, policies, and procedures.
- Strong commitment to completing assignments.
- Strong communications skills, writing, and interpersonal skills.
- Strong computer skills in word processing, spreadsheets, database, and presentation software.
- Strong ability to use good judgment in dealing with the public and other government officials.
- Knowledge of principles and practices and trends of organization and management.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
1227 O Street, Room 402
Sacramento, CA 95814

Attn: Jacquie Hayes

Reference M-80 # 058 05/06

Inquiries:

Voice: (916) 653-2535

TDD: (916) 653-1960

In Line #12 on the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment, or Reinstatement. Failure to do so could result in being rejected from the interview process.

Final Filing Date: April 21, 2006

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.

RELEASED: 4/5/2006